



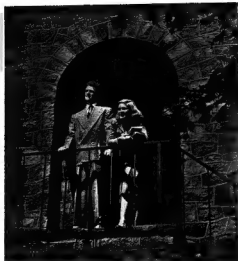
PLANNING YOUR FUTURE

CALGARY BUSINESS COLLEGE
CALGARY, ALBERTA



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DEDICATION

Within a very short time YOU will be making a very important decision. The period following graduation from high school is the time when the most significant part of character education occurs, and what is more important, it is the time when education is completed — or left uncompleted.

Specialized beyond-high-school training counts more than any other single factor in determining an individual's chances for success. It is a proven fact that once education is interrupted at the conclusion of high school, very few people have the opportunity of ever resuming their studies; and for the fortunate few who do continue at a later date, the difficulties encountered in arranging time and finances are increased a hundredfold.

Canada's future and YOUR future go hand in hand. Canada and particularly Alberta are on the threshold of a "Golden Era!" Are YOU prepared to accept the responsibilities of LEADERSHIP with the assured monetary gains that will go with it? YOU and ONLY you can make this decision! This book is respectfully dedicated to the young men and women who pick up the challenge . . . to the future leaders of industry and commerce.

Here is a Timely Suggestion . . .

For Choosing a Dependable School:

Look for These Emblems!

*A Little Thing
to look for*



*A Big Thing
to find*

In selecting a business college look for a school that has a broader outlook than just its own community; that can and does measure up to the high standards set by leading educational associations. It is interesting to note that the Calgary Business College is the ONLY business school in Alberta selected to represent both the Canadian Business Schools Association, and the American Association of Commercial Colleges. In choosing the Calgary Business College to represent the American Association, officials made the award on high standards of graduation, up-to-date machines and equipment, business ethics, and high calibre teaching proficiency. In other words, a diploma from Calgary Business College is honored and respected throughout the English speaking world.

THE AMERICAN ASSOCIATION OF COMMERCIAL COLLEGES
THE CANADIAN BUSINESS SCHOOLS ASSOCIATION





A Career in Business

Among the hundreds of careers which are open to young people today, the field of Business presents the widest scope of opportunities. It is as broad as human enterprise itself.

At the heart of every organization there is an administrative office where the president or manager, aided by his secretary and junior executives, provides the "control center."

These heads of business are among the most prosperous and respected citizens in every community. In stores, banks, and industries, they provide the initiative which keeps the wheels of a modern community turning.

Because they render an important service, many of them win large rewards. The biggest incomes in nearly every community are earned by executives in business.

MANY CAREER FIELDS IN BUSINESS

There are many fields of business from which to choose. Select from the following the one most interesting to yourself:

Petroleum	Insurance
Manufacturing	Real Estate
Retailing	Public Utilities
Wholesaling	Civil Service
Banking	Advertising
Transportation	Publishing
Construction	

Vocational Trends Magazine states:

"The number of white collar workers has increased at an amazing rate during the past 45 years. There is every indication that this growth will continue. The size and diversity of this field presents a great variety of positions.

POSSIBILITIES FOR ADVANCEMENT

There are two usual avenues of approach in business careers — secretarial and accounting positions. With a foothold in such positions, your advancement depends upon your industry and ability, your knowledge of business, and the initiative and resourcefulness with which you put such knowledge to use.

The accountant, the secretary, or the junior executive of today becomes the manager, the department head, the auditor, or the president of tomorrow.

The incomes of successful executives in business usually run from \$5,000 to \$20,000 per year; with a large number earning considerably more than that.

SUCCEED WHILE YOU ARE YOUNG

Because advancement in business is the result of accomplishment, young men and young women often achieve high incomes and positions of great prestige and responsibility.

You may choose your career in the line of work which is of special interest to you — such as banking, publishing, manufacturing, aviation, Civil Service, etc. Business gives you an opportunity for self-expression, for making the most of your possibilities. It offers you "the romance of achievement."

In Business, men and women are judged by the measure of performance.

For Young Men and Women

In comparing the advantages of a business career with other occupations, you will be interested in the following excerpts from "Office Occupations," an official publication:

Office Surroundings

"Compared with the office of Grandfather's day, the typical large office of today is a thing of beauty. We find now a large, airy suite of rooms, often reached by swift elevators, approached through a reception room, replete with easy chairs and magazine racks, presided over by a very personable young lady receptionist.

"We find neat banks of steel files, private-branch exchange switch boards, long rows of gracefully designed desks, streamlined typewriters, and cabinets or machines of every size and shape to meet specialized needs.

"Frequently entire buildings are devoted to offices employing hundreds of workers. For their convenience and efficiency there have been installed compact, practical furnishings, comfortable chairs, and adequate lighting. Executives area provided with private offices. Rest and recreational rooms, cafeterias, and sometimes gymnasiums are added for the comfort and thus the greater efficiency of employees.

Safe, Steady, Respected

"Advantages of office occupations over other types of work are not inconsequential. The work is clean and steady, and performed in comfortable offices. Little physical effort is required, and there are few of the hazards, dangers, or discomforts which are encountered in many occupations.

"Hours of work are comparatively short and regular. To these advantages may be added the prestige accorded white-collar workers.

Greater Security

"Clerical occupations, furthermore, offer greater security to the worker. Office occupations are less sensitive to changing economic conditions. They offer unusual opportunities for women workers. Office work generally offers them a better living wage than other pursuit."

OTHER ADVANTAGES

In contrast to many occupations, the business worker is paid in proportion to effort and ability. Industry, initiative, and study are rewarded by bigger salaries and more responsible duties. The young man or young woman in business has an opportunity to make full use of special aptitudes and previous education.

It is easier to "study your way up," by taking a business course before accepting a position, than to "work your way up" in a routine job.

In fact, these days it is difficult to get a position in an office at all without some specialized training. Today, nearly every office position requires a knowledge of stenography, accounting, or office machines. The more thorough your training, the more rapid your advancement will be.

PREPARE TO MEET COMPETITION

During the next few years, competition will be hard on those who lack specialized training. The standards of efficiency are becoming more exacting. Thoroughness, speed, and accuracy are required. Your opportunities will never be any greater than your preparation.

CHOOSE YOUR OWN SALARY LEVEL

Business will pay you according to what you can do. If you can type, you are of some value in a business office. If you can take dictation, you are worth more and will be paid more. If you can also do secretarial work or accounting, business can pay you still more.

But if you can do none of these, you probably will not even have an opportunity to work in an office, no matter how extensive your general education.

Competition is the stiffest among the untrained. On that level, there are thousands who can replace you any day of the week. Specialized training will lift you above the competition of the throng.





Training and Your Life!

Approximately one-fourth of your life is already gone. If you are a young man, and expect to engage in a lifetime career, you have perhaps 40 or 50 active years ahead.

A few months of extra training can make a great difference in your earnings in every one of these years. In your standing in the community, and in the kind of comforts and luxuries which you will be able to provide for your family.

If you are a young woman, you probably look forward to marriage in a few years. The kind of man you meet, your social status, the kind of clothes you wear, will be determined largely by the kind of work you are doing.

In a business office, you will meet successful people. You will be respected for your ability. You will wear attractive clothes, have leisure for social engagements, and definite hours on which you can plan.

VALUE OF EXTRA TRAINING

A few months of extra training may pay you \$25 to \$50 extra each month as long as you work.

W. J. Cameron, of the Ford Motor Company, wrote, "If you would make the road to accomplishment a little shorter, go to school a little longer."

Specialized training for business careers requires the shortest and least expensive courses of any vocation with comparable opportunities.



M. P. HUSSEY
Managing Director
Calgary Business
College

Students Told Complete Course

The student body of the Calgary Business College was addressed Wednesday by Mr. L. Fraser as a feature of their observance of Canadian Education Week. Mr. Fraser, who is Calgary manager of the Typewriter Company, stressed the importance of students staying in school until their courses were completed.

"THE BIGGEST curse in education today is the fact that students are leaving school in ever increasing numbers to take positions and before they are ready to handle them completely. This applies to public school students as well as high school and business colleges."

The unfortunate result of this, he claimed, was the fact that when a chance for advancement arose the completely trained person could not handle the job. Mr. Fraser was thanked on behalf of the college by Francis McCallum, student council president.

Pict Anim

The race disease in States is fashion but through the morning picture

The just when girls funds dress dollars finally, raging a

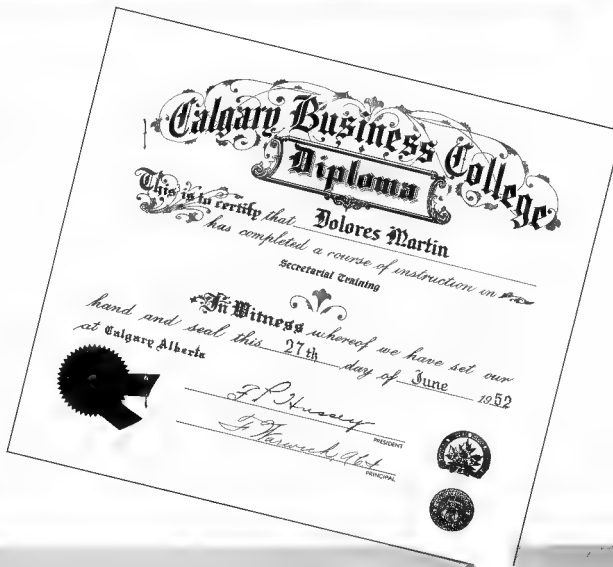
R.C.A.F. MEETING

Diplomas that COMMAND International Recognition

Besides setting high standards for its member schools in scholarship and other relations of the school with students, employers and the public, the Canadian Business Schools Association has established a system of uniform examinations and graduation standards, leading to the Association diploma, which is recognized and accepted in the business world and by public school authorities. These diplomas are accepted wherever there are Association members and credits may be transferred from one member school to another, regardless of location in Canada.

from

**CALGARY BUSINESS
COLLEGE**



COURSES

PETROLEUM SECRETARIAL

(Approximate Time -- 10-12 Months)

It is a recognized fact that Calgary is Canada's Oil Capital. Not in actual oil and gas production, but, what is more important, Calgary has been selected by more than 300 Oil companies, geophysica. companies and associated companies as the logical location for their Canadian headquarters. These firms constantly require trained personnel. In other words, YOU are in on the ground floor by going directly into Head Office! Scores of companies in the oil industry **DEPEND** on CBC to supply that personnel. The instruction in this course is designed to familiarize the student with petroleum vocabulary, operating procedures, and terminology. Following the regular secretarial course as a basis the student continues with specialized training in petroleum work, supplemented by actual "field" visits.

Shorthand — Pitman or Gregg
Petroleum Dictation and Transcription.
Typewriting
Bookkeeping
1. Individual Proprietorship.
2. Income Tax and Payroll.
Petroleum Vocabulary

Office Practice.
Dictaphone
Filing
Spelling and Word Study
Business English and Correspondence
Penmanship.

Optional Subjects:

Business Machines

Commercial Law

★ Starting salaries in the Petroleum Industry are among the highest in the world.

THE SECRETARIAL COURSE

(Approximate Time — 12 Months)

Key positions in industry are star-studded with former secretaries. A secretary is continually meeting businessmen and executives and gains first hand knowledge of the inner workings of business at the top level. It is not unusual to find the secretary taking over the responsibilities of his employer.

Many firms prefer young men for this reason — they may be trained as junior executives. Requirements — A secretarial or executive-secretarial course, which is usually supplemented by three months in the Head Office with all expenses and salary. Other businesses select young ladies with secretarial training. Qualifications — Pleasant personality, good appearance, loyalty, trustworthiness, and the ability to make decisions. Such a secretary usually assumes great responsibility and advances in the administration of that firm. The CBC Course prepares men and women for that goal.

Bookkeeping
1. Individual Proprietorship.
2. Income Tax and Payroll.
Shorthand — Pitman or Gregg
Typewriting.
Business English and Correspondence.

Filing.
Business Mathematics.
Spelling and Word Study
Penmanship
Office Practice

Optional Subjects:

Commercial Law
Dictaphone and Electronic Recorder

Burroughs Bookkeeping Machine.



. . . that LEAD . . .

MEDICAL SECRETARIAL COURSE

Many young women have taken the opportunity offered by our Medical Course to qualify for a position of responsibility in hospitals, clinics, or doctors' offices. Such a position commands high respect, close contact with the medical profession, regular hours, and a high rate of pay.

The instruction in this course is designed to familiarize the student with medical vocabulary, shorthand terms, and transcription; case history and operation records, medical bookkeeping, professional ethics, special duties of the receptionist and medical secretary.

Physicians and dentists who have, in the past, found it necessary to accept secretaries unfamiliar with professional vocabulary or procedure, are now filling vacancies with CBC graduates. These graduates hold such positions as Medical and Dental Receptionists or as Secretaries for Surgical Operations, for X Ray and Laboratory Technicians, in Clinics, in many departments in hospitals, and in Civil Service. The increasing demand for CBC graduates is evidence of general approval by the medical profession.

Shorthand — Pitman or Gregg.

Typewriting.

Bookkeeping.

1. Individual Proprietorship.

2. Income Tax and Payroll.

Business Mathematics.

Office Practice.

Dictaphone.

Filing.

Spelling and Word Study.

Business English and Correspondence.

Penmanship.

Optional Subjects:

Business Machines.

Commercial Law.

STENOGRAPHIC COURSE

(Approximate Time: 7.5 Months)

The Stenographic Course is a short course designed for students who are interested in the related subjects, but who do not wish to undertake the bookkeeping.

Students may use the course as an entering wedge to a good beginning position and with experience advance into secretarial work.

Shorthand — Pitman or Gregg.

Typewriting.

Spelling and Word Study.

Business English and Correspondence.

Business Mathematics.

Penmanship.

Office Practice.

Filing.

Optional Subjects:

Barroughs Calculator (Abridged Course)

Gesteiner Duplicating Machine.

Dictaphone.



... to **SUCCESS!**

ACCOUNTANCY

(Approximate Time — 8-10 Months)

The extensive nature of the Course in Accountancy qualifies our graduates to assume executive management in any department of accounting. An important feature to remember, is that CBC's course in Accountancy enables YOU to organize, and conduct your own business ventures.

This course can be, and often is a "stepping stone" to membership in a recognized institute of accountants. Using the same texts as those used by leading universities in Canada and the United States, the CBC diploma receives ready recognition. This course is highly recommended to ambitious young men who seek an executive career.

Accountancy, Part 1
Accountancy, Part 2
Typewriting
Spelling
Commercial Law.

Business Mathematics.
Penmanship.
Office Training
Business English and Correspondence.
Filing.

EXECUTIVE SECRETARIAL

(Approximate Time — 10-12 Months)

If you wish to undertake the management of your own or another's business with intelligence and efficiency, this CBC course is highly recommended. It is designed for the ambitious student and gives highly specialized training in every phase of administration. Upon completion of the course, you are fully qualified for a number of positions such as secretarial, accountancy, and executive. It is not unusual for graduates to be promoted to the ranks of management within six months.

In this Course, CBC combines the regular Accountancy and Secretarial Courses, with special attention to business organization and management, fundamentals of selling, promotion, and business ethics.

Accountancy, Part 1.
Accountancy, Part 2.
Typewriting.
Shorthand.
Spelling.
Filing.

Business English and Correspondence.
Commercial Law.
Business Mathematics.
Penmanship.
Office Training.

Optional Subjects

Burroughs Calculator (Abridged Course)
Dictaphone.

Gestetner Duplicating Machines

CLERICAL-TYPIST

(Approximate Time — 7-8 Months)

This course was designed as an aid to those whose time and finances are limited. The time required to complete the course varies according to individual aptitude and application. Many graduates later supplement this course with additional subjects at Night School.

Business English and Correspondence.
Typewriting
Office Practice.
Business Mathematics.

Bookkeeping
1. Individual Proprietorship.
2. Income Tax and Payroll.
Spelling.
Penmanship.

COMPTOMETER-TYPING

(Approximate Time — 5-6 Months)

A Course designed to qualify you in your required manipulation skills.

Burroughs Calculator
Comptometer.

Business Mathematics.
Typewriting.

Optional Subjects:

Dictaphone.
Business English and Correspondence.

Spelling and Word Study
Filing.

SYNOPSIS of COURSES

ACCOUNTING 1

Individual Proprietorship

This course covers elementary bookkeeping and accounting principles. It begins with primary fundamentals of bookkeeping and proceeds through the complete bookkeeping cycle to the closing of the books. It discusses special books or original entry, payroll record keeping, depreciation, controlling accounts, and other related problems. It concludes with a complete set of books for a retail business.

ACCOUNTING 2

Partnerships and Corporations

This section covers more advanced work than Accounting 1. It explains methods of organizing partnerships and companies and the accounting for them. Accounting for consignment and installment trading, wholesale accounting advantages and disadvantages of partnerships and corporation are thoroughly discussed. It concludes with a comprehensive practical set.

ACCOUNTING 3

Corporations and Manufacturing

This course deals with accounting for corporation capital stock corporation bonds, reserves and funds, and manufacturing. The voucher system of accounting is explained. It concludes with a very complete practice set for a manufacturing firm. This course is a basis for cost accounting and auditing.

ACCOUNTING 4

Cost Accounting

Cost accounting is a course in the art of breaking down aggregate manufacturing costs and allocating them to the individual factor. After the theory and text problems, there is a very complete and practical set of books for a manufacturing concern which employs a thorough costing system.

AUDITING

Preparing the audit, method of examining accounts, and evaluating accounts. Responsibilities of the auditor. Preparing the report.

SPECIALIZED BOOKKEEPING

This course is designed to give special training where the student has a specific position in mind. Medical profession, retail grocery automobile dealer, etc. are some of the businesses dealt with. Accounting 1 is prerequisite for this unit.

BUSINESS ENGLISH AND CORRESPONDENCE

This course reviews the principles of grammar, builds up vocabulary, and good punctuation habits. The business correspondence unit deals with mechanics and appearance of the letter and various types of business matter. We train the student to assume responsibility for much of the routine office correspondence.

BUSINESS MATHEMATICS AND RAPID CALCULATION

Business Mathematics and Rapid Calculation proceed through the fundamentals of arithmetic to advanced work. Stocks and bonds, insurance, annuities, bank discounts, installment loans, trade and cash discounts, payroll, etc. Daily practice in speed drills.

BUSINESS ORGANIZATION AND ADMINISTRATION

Based on a popular text this course includes project work such as interviewing business managers and executives locating sites for and organizing specific businesses, and handling employees and customers.

COMMERCIAL LAW

This unit presents the fundamentals of business law that are of commercial value — contracts, negotiable instruments, guaranty and suretyship, sales of personal property, agency common carriers, partnerships, corporation, insurance, real estate, etc.

COURT REPORTING

A field in which there is unlimited opportunity for the student who attains the absolute maximum of training in shorthand and a high degree of proficiency in typing. A minimum speed of 180 words per minute in shorthand is required. For efficient and accurate transcription of evidence taken in the court a speed of 200 words per minute should be reached.

FILING

Complete and detailed study of the filing system and methods used in modern business. Practice sets are used covering all phases with which the theory deals.

INCOME TAX, PAYROLL AND UNEMPLOYMENT INSURANCE

How to make up time sheets, payroll summaries, calculate deductions for income tax and unemployment insurance. Accounting for the payroll. Course is based on practical problems.

OFFICE DEPORTMENT AND PERSONALITY DEVELOPMENT

According to a recent survey personal qualities are responsible for 85 per cent of your success in the business world, the remaining 15 per cent being technical training.

This course prepares the student for the activities in the office from the standpoint of health, character, pose, persona, traits, and business ethics. It trains the individual to observe the rules governing courteous deportment in the office, home and in public.

It takes up, in a series of interesting discussions, such factors as dependability, loyalty, initiative, tact, courtesy, good judgment, co-operation, self-control, sincerity, health habits, persona, hygiene, pleasing persona, appearance, proper clothes and posture, etc.

Practical work is given in telephone technique and receptionist duties. Prominent business men lecture on related subjects. Beauty culturists and dress stylists provide demonstrations of interest to the career girl.

"Job hunting" is thoroughly discussed and confidence built up by "practice" interviews.

OFFICE MACHINES

This is a course of instruction in the following: Calculating machines, bookkeeping machine, Gestetner ediphone, and electronic recorder.

The calculator and comptometer are used for estimating discounts, interest, exchange, merchandising, time keeping, contractor's figures, etc.

The Gestetner is a duplicating machine. The ediphone, the dictaphone and the electronic recorder are used for transcription in many offices.

OFFICE PRACTICE

A subject which familiarizes the student with business procedure. Purchase orders, invoices, freight bills, bank drafts, bank deposits, etc. prepare the student for office routine.

PENMANSHIP

This course is planned to develop a plain legible handwriting by simple methods. Good writing is often the entering wedge to the position you want.

SHORTHAND - PITMAN OR GREGG

This course is taught by both individual and class instruction. In the theoretical part of the unit the student is given a thorough training in the fundamentals, by discussion of the rules, with considerable dictation from the very beginning, based on those rules. The latter part of the course builds up the dictation speed to a minimum of 100-120 words per minute. Material for transcription is longer and more technical. Reports legal matter and business letters are then transcribed with speed and accuracy. Court reporting dictation attains a minimum of 160 words per minute.

SPELLING AND WORD STUDY

A course designed to build up a useful vocabulary of the words most likely to be encountered in business.

TYPEWRITING

Touch typewriting is taught, and the beginning student is immediately aware of the necessity to acquire rhythm and accuracy in order to attain a high degree of speed in the advanced classes. Special corrective drill is given each class. In the beginner classes being tested for speed at 30 words per minute, the intermediate class at 40 words per minute and the advanced class at 50 words per minute. Honor students attain a speed of 60 words per minute.

S U C C E S S !

There's no thrill in easy sailing,

When the skies are clear and blue;

There's no joy in merely doing

Things which anyone can do.

But there is some satisfaction

That is mighty sweet to take,

When you reach a destination

That you thought you couldn't make.

General Information

REQUIREMENTS FOR ADMISSION

The Calgary Business College does not draw any hard and fast line regarding your academic background. However, students are required to make satisfactory progress while at the College. Students may enroll any school day as the instruction in most subjects is individual.

Attendance at every class contributes tremendously towards progress. Roll call is at 9:00 a.m. and 1:25 p.m. Students are not expected to leave the College during sessions. Irregularity of attendance seriously interferes with the student's progress and is in every way to be discouraged.

Reports of the student's progress, attitude and attendance, are mailed monthly to the parents or guardians. When reports are not satisfactory, it is suggested that parents confer with the Principal of the College.

Discipline is similar to that of a modern business office. The students must observe in the College the same rules of courtesy, promptness, and faithfulness that he or she will have to conform to later on in business life.

Lost Time. Extension of time will be allowed on account of sickness or other unavoidable absence of three days or more. No allowance is made for legal holidays if the College is closed.

Tuition Refunds. Any prepaid tuition that is not used is refunded — we accept only tuitions earned.

CLASS HOURS (DAY SCHOOL)

The College is in session the entire year, excepting statutory holidays. Hours of instruction are from 9:00 a.m. to 11:55 a.m. and from 1:25 p.m. to 4:00 p.m. Classrooms and machines may be used for study and practice from 5:00 p.m. to 5:00 p.m., and on Saturdays from 9:00 a.m. to 12:00 noon.

Night School sessions are from September 1 to June 30. Hours of instruction are from 7:30 p.m. to 9:30 p.m., Mondays and Thursdays.

While all subjects are taught subject to demand for instruction, we recommend that not more than two be selected, in order that worth-while progress may be sustained.

Homes for students may be located through the College. We keep a list of desirable places which are under the supervision of responsible persons. There are many Calgary homes open to our girl students where in return for companionship and light duties before and after school hours, free board and room are offered. If you desire our assistance in securing a boarding place, please feel free to contact us, detailing your preference.

JOB PLACEMENT

While the College cannot guarantee positions to students when they graduate, every effort is made to assist them in obtaining suitable employment. This is a lifetime service.

STUDENT ACTIVITIES

The student activities constitute a vital part of the life of the College. A Students' Council, composed of representatives of the student body, has regular meetings for the transaction of business and planning of social functions. The College provides a recreation room, equipped with ping pong tables, dart boards, a miniature pool table, piano, etc.

The premises of the Calgary Business College has been inspected and approved by the Department of Health and the Calgary Fire Department.



*To that far land where
Earth attains the skies,
Adventure on,
There waits your enterprise.*